



## **Science and Technology Enhancement Platform (STEP)**

### **STEP Quality Control Assistant**

#### **(6 month Full-time fixed term contract)**

The Science and Technology Enhancement Platform (STEP) at DCU are recruiting a Quality Control Assistant for a 6 month full time post for the Research Facilities Unit.

The [STEP Research Facilities Unit](#) is piloting a project to implement an internal Quality System on laboratory equipment to monitor and control instrument usage, maintenance and calibration. The maintenance and calibration of key equipment is crucial to ensuring top quality scientific output. It also ensures that the instruments provided for conducting research in DCU are operational and calibrated to industry standards which in turn will demonstrate to potential partners, users, funding agencies and industry that we maintain and manage our equipment to a high standard.

The Quality Control Assistant will be responsible for the continued development and implementation of the equipment quality systems for facilities associated with DCU's priority research areas. The appointed Quality Control Assistant will report to the STEP Research Facilities Unit Manager.

#### **Duties and Responsibilities:**

We currently have a requirement for a quality focused person to fulfil a role with the following responsibilities:

- Continue to develop the internal Equipment Quality System
- Develop the electronic document management system for the retention and control of all quality related documentation
- Develop the web based interfaces for document access and data entry
- Maintain documentation such as standard operating procedures, maintenance manuals, quality policies and work instructions
- Communicate to and train all relevant personnel ensuring the effective implementation of the quality system
- Establish the internal audit process inclusive of procedures, act as lead auditor and conduct audits to ensure compliance to quality program
- Establish the Corrective Action System and all associated procedures
- Set up reporting processes to keep management informed on a monthly basis of instrument performance, corrective actions, non-conformances, etc.

**Desired Skills and Experience:**

Applicants should hold a primary degree in a related field and at least 2 years' experience in a quality assurance / incoming inspection / Metrology environment is desirable. In addition the successful candidate will also have:

- Excellent knowledge of Microsoft Office Programs
- Experience working on web page design or online forms would be a distinct advantage
- Ability to work independently and remain self-motivated with minimal direct supervision
- Strong organisation skills and close attention to detail
- Excellent interpersonal skills with ability to interview individuals associated with audit subject matter
- Experience of working with the third-level education sector an advantage

**Salary:** €21,850 per annum pro rata

**Closing Date:** 20 February 2015

**Application forms are available from:** <http://www4.dcu.ie/hr/vacancies/current.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

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